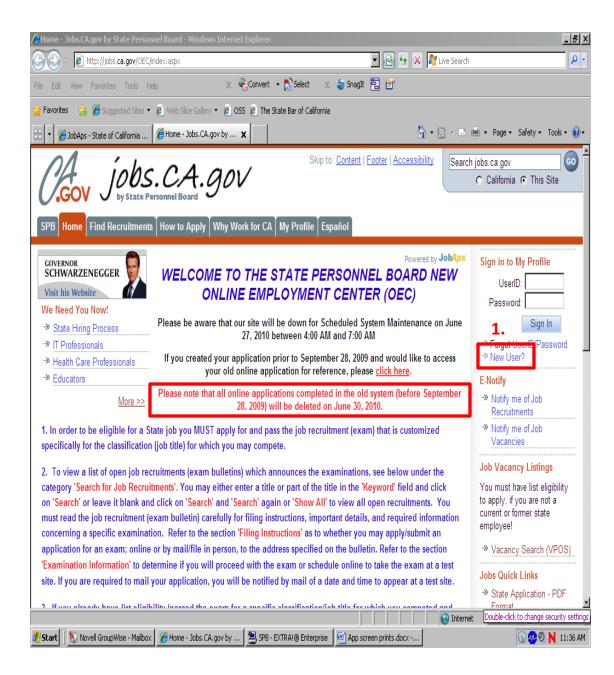
# Instructions for creating a profile on the new SPB Online Employment Center www.jobs.ca.gov

## Home Tab:

 Click on 'New User' to create a new profile in the New Online Employment Center (OEC).
 (This takes you to the 'Find Recruitments' tab.)

**Note:** If you created an application before 09/28/09, you need to create a new profile.



### Find Recruitments Tab:

- Read all of the information on this page regarding your 'Applicationon-File'.
- Click on 'Apply Online' to create your profile.
   (This will take you to the 'My Profile' tab.)



Skip to: Content | Footer | Accessibility



SPB Home Find Recruitments How to Apply Why Work for CA My Profile Español

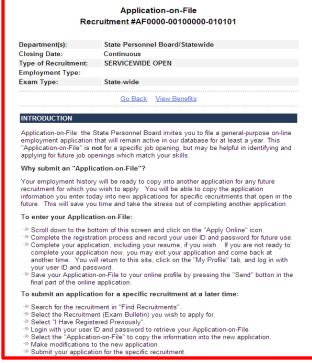
Search Job Recruitments | Transfer and Reinstatement | Notify Me of New Recruitments | Closed and Ongoing Recruitments Status Board | FAQ |

Home - Jobs - Job Recruitment Bulletin

Powered by JobAps'



2.



#### Click on the link below to apply:

Fill out the Application NOW using the Internet.

3.



Print Personal
Preferences
Form.

If you did NOT apply online and need to update your location preferences, time-base/ tenure and other preferences, you can print a customized pdf version of the <u>Personal Preference Form</u>. If you did apply online, you can easily update your preferences from your personal status board for each recruitment by logging in to your <u>Personal Status Board</u>.

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# My Profile tab:

- Read all of the information on this page regarding Applicant Instructions.
- Check the box labeled 'I agree with the above terms of use.'
- Click on the 'I am a NEW USER' box.

(This takes you to the 'Create a New Account 'page.)



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- 7. Fill in all of the required information noted by an asterisk.
- Click on 'Submit Registration.'



All information supplied on this page is voluntary.

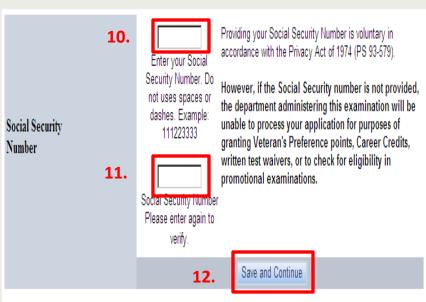
Answer all questions and click on 'Save and Continue' at the bottom of the page.

#### State of California - Equal Employment Opportunity Form Application-on-File #AF0000-00100000-010101

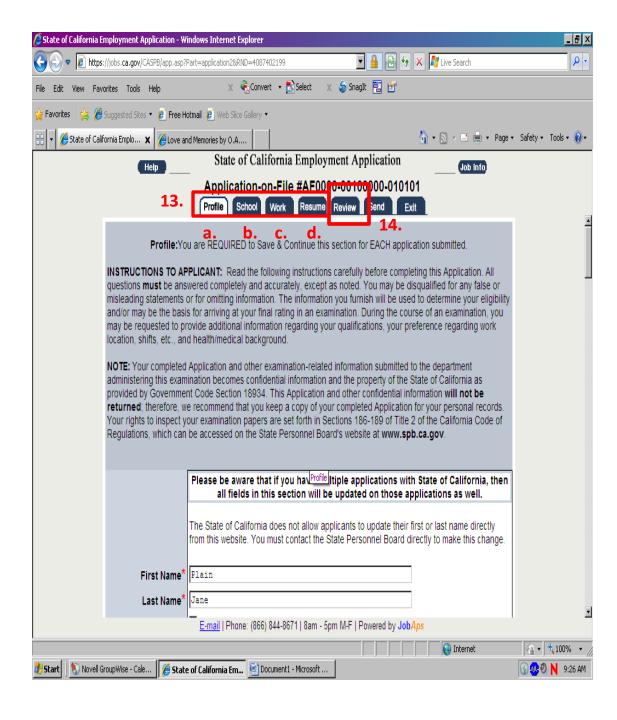
APPLICANT: To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes. C Under 21 C 21 - 39 AGE: C 40 - 69 C 70 and Over C Not Applicable O Male O Female GENDER: ETHNIC CATEGORY: C AMERICAN INDIAN OR ALASKAN NATIVE Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or Please check the box community recognition. that best describes your C ASIAN Person having origins in any of the original peoples of the Far East, Southeast race/ethnicity. Asia, or the Indian Subcontinent. This includes China, Japan, and Korea. O BLACK Person having origins in any of the black racial groups of Africa. C FILIPINO Person having origins in any of the original peoples of the Philippine Islands. C HISPANIC Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. O PACIFIC ISLANDERS Persons having origins in the Pacific Islands, such as Samoa. O WHITE Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. O OTHER (Specify if Other) DISABLED: A person with a disability is an individual who; (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such an impairment or medical condition. C Yes C No MILITARY: A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled C Yes C No JOB SOURCE: C TELEPHONE JOB LINE How did you learn of this O WORD OF MOUTH Examination? CINTERNET C ADVERTISEMENT IN (SPECIFY BELOW) © EXAMINATION BULLETIN LOCATED AT (SPECIFY BELOW) Please identify specific source if indicated "specify below." Save and Continue Clear

- 10. Enter your social security number.
- 11. Re-enter your social security number to verify.
- 12. Click on 'Save and Continue' at the bottom of the page.

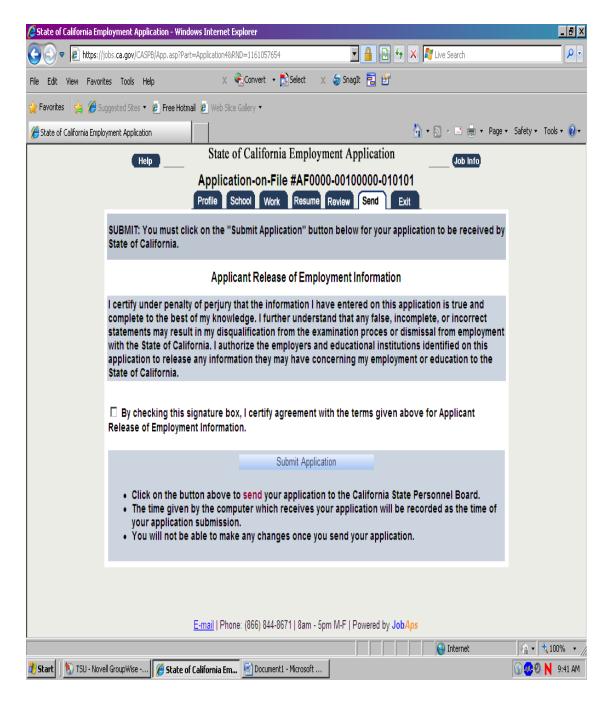
# State of California - Social Security Number Application-on-File #AF0000-00100000-010101



- 13. Enter all of the required information noted by a red asterisk on tabs a-d. (At the bottom of each page, click on 'Save and Continue' to go to the next page.)
- 14. After all information is entered, review your application and then continue to the next page.



- 15. Read 'Applicant Release of Employment Information' on this page.
- 16. Check signature box to certify that you agree with the information you provided.
- 17. Click on 'Submit Application.'



Once your application is submitted, you will receive a confirmation notice.

NOTE: Clicking on submit application does not send your application to an advertised exam or job. To apply for an exam, you must follow the directions on each recruitment bulletin.

